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**MONTANA HIGH SCHOOL
EQUIVALENCY (HSE) TESTING
PROGRAM
16-YEAR-OLD WAIVER
APPLICATION FORM**

HSE Test Center: _____

City: _____

APPLICANT SECTION (to be completed by Applicant) ETS ID#: _____

Social Security Number: _____ Date of Birth: _____ Sex: ☐ Male ☐ Female

Phone Number: _____

Last Name: _____

First Name: _____

Middle Initial: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Last School Attended: _____

City: _____

State: _____

Last Date Attended: _____

Highest Grade Completed: _____

Applicant Signature _____ Date: _____

SCHOOL SECTION (to be completed by chief education officer)

- ☐ The applicant is no longer enrolled in school. Date of dropped enrollment _____. Attach: 1) school withdrawal document verifying applicant has been out of school 90 days OR 2) letter of approval to pursue HSE on school letterhead signed by chief education officer providing applicant's withdrawal date.
- ☐ The applicant last attended school in a state other than Montana. The applicant has been advised of local in-school options and has never enrolled in this public school district. Attach verification letter.
- ☐ The applicant has graduated from a high school not accredited by the state of Montana. Date of graduation _____. Attach request letter.
- ☐ The applicant resides at a Job Corps Center; youth correctional facility; group home; alcohol/drug treatment center; or is under court/youth probation jurisdiction. Applicant's circumstances and withdrawal from tradition school setting warrant pursuit of HSE. Attach facility director's request letter.

I certify the applicant and his/her parent, legal guardian, or advocate have been advised of available in-school options and that pursuit of a HSE is considered in this applicant's best educational interest.

School Name: _____ Address: _____ City: _____ State: _____ Zip: _____

School Phone Number: _____

School Official's Signature

PARENT/LEGAL GUARDIAN/ADVOCATE* SECTION (must be notarized)

I hereby authorize by my signature permission for _____ to pursue a high school equivalency credential through the HSE Testing Program.

Parent/Legal Guardian/Advocate* Signature

Date

Daytime Phone Number

*Advocate: A responsible adult with knowledge of the applicant's substantial and warranted reasons for leaving regular school program. Advocate's signature required in lieu of parent/legal guardian signature when applicant does not live with parent/legal guardian.

Relationship to Applicant: (check one) ☐ PARENT

☐ LEGAL GUARDIAN

☐ ADVOCATE (Title _____)

Mailing Address: _____

City: _____

State: _____ Zip: _____

TO BE COMPLETED BY NOTARY PUBLIC:

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public _____

My commission expires _____, 20 _____

CHECK LIST FOR FILLING OUT THE 16 YEAR-OLD WAIVER FORM

Waiver of Minimum Age Requirement: An applicant 16-years of age who because of special and warranted circumstances is no longer enrolled in a regular school program may apply for a waiver of the minimum age requirement provided the following criteria can be documented (16-year old waiver applications must be submitted for review and approval to the State HSE Administrator prior to testing):

- ☐ 1. Completed, signed and notarized 16-year old Age Waiver Application Form with required school documentation attached (2C) demonstrating consensus of applicant; school officials; and applicant's parent/legal guardian that the HSE testing program is considered in the best educational interest of the applicant;
- ☐ 2. Original letter from an Adult Basic Education (ABE) Director or Literacy Program Director certifying that the applicant has enrolled in/attended preparation classes and is academically prepared to attempt the HiSET Test Battery; and/or documentation from same source certifying the applicant obtained pre-test scores substantiating preparedness for the official HiSET Test Battery;
- ☐ 3. Letter of documentation, on official letterhead, establishing applicant's need to obtain a HSE at age 16, originally signed and coming from one of the following:
 - a) Post-secondary admissions officer
 - b) Employer requiring an HSE for employment purposes